

**AUG 2005**

## **QUICK REFERENCE GUIDE TO DOCUMENTING OPERATIONS FOR DEPLOYED UNITS OF THE ARMY**

1. This guide applies to all Army forces that are deployed or engaged in operational missions. The guide provides instructions for the creation and preservation of records in units and parts of units deployed for combat, emergency, and special operations both singly and as part of a task force. The records specified in this guide provide important rights and interest information for Soldiers and veterans. The Army must be able to research the location and activities of units and Soldiers involved in combat or contingency operations. Destruction or loss of Army records is a violation of Federal Law and must not occur.

2. Responsibilities. Commanders of deployed units will designate a point of contact for the monthly collection and transfer of records created in their units in accordance with processes to be established by the commander directing the overall operation. Records shipped by mail, either hardcopy or electronic records on removable media, should be accompanied by a completed SF 135. If this is not possible, a simple cover sheet can be used (legibly handwritten or typed) giving the unit's full name and address, UIC, unit POC info, name of task force, name of operation, inclusive dates of the records and a list of the records in the shipment. **NOTE: Records sent to the Washington National Records Center (WNRC) will only be accepted if all transfer procedures are properly followed. The following link will take you to these procedures and provide all necessary forms:**

<http://www.archives.gov/frc/guide.html>

3. This guide applies to all records regardless of media, e.g., paper, computer disks and tapes, microform, photographic film, e-mail and other electronic formats. Electronic records (received or transmitted) will be provided in the format in which they were saved. Transmit unclassified e-mail to be preserved as a record to: [conops@arims.army.mil](mailto:conops@arims.army.mil). Other unclassified records may be attached to an e-mail and sent to the same address. Put the name of the operation in the subject line. Classified records may be attached to an e-mail and sent (via SIPRNET) to [conops@mail.arims.army.smil.mil](mailto:conops@mail.arims.army.smil.mil). DO NOT MIX CLASSIFIED AND UNCLASSIFIED RECORDS ON ELECTRONIC MEDIA.

4. RECORDS PRESERVATION. Annex A contains a list of specific records to be created, maintained and transferred. Specific record descriptions for each of these file numbers can be found on the ARIMS web site (<https://www.arims.army.mil>) under the Records Retention Schedule – Army (RRS-A) tab. The list of file numbers in Annex A is not all-inclusive. Any records that DOCUMENT OPERATIONS of the unit will be preserved per this instruction and AR 25-400-2.

5. COPIES OF RECORDS PROVIDED OTHER ORGANIZATIONS. From time to time organizations such as Center for Army Lessons Learned and Military History Detachments will visit deployed units to collect COPIES of records. DO NOT give these organizations the record copy of information to be preserved. The record copy will be handled in accordance with these instructions and AR 25-400-2.

6. EMERGENCY DISPOSAL OF RECORDS. Army records may be destroyed only if capture by a foreign power appears imminent. Destruction for any other reason is not authorized. If emergency destruction of records is performed, a list of those records and the inclusive dates of each will be compiled, to the extent possible, and sent to U.S. Army Records Management and Declassification Agency, Records Management Division, ATTN: AHRC-PDD-RR, 7701 Telegraph Rd, Casey Bldg. Rm. 102, Alexandria, VA 22315-3860.  
(<https://www.arims.army.mil/help/onlinehelp.asp>)

7. CLASSIFICATION OF RECORDS. Do not “over-classify” records. Follow the classification guides in Army Security Regulations and/or the Operation Plan (OPLAN) for the operation. Ensure declassification instructions accompany all classified records, including electronic records, prior to transferring them. Mail classified records (double wrapped) by registered Official Mail.

ANNEX A FUNCTIONAL AREA	FILE NO.	DESCRIPTION
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**Send the following records to: U.S. Armed Forces Center for Unit Records Research, ATTN: AHRC-PDD-U, Kingman Building, Room 2C08, 7701 Telegraph Rd., Alexandria, VA 22315**

Operations	220-15a	Daily Staff Journal and TOC log w/ coordinates of locations and events
Operations	525a	Command Reports, Special Reports, Maps and Overlays, Incident Reports
Operations	525n	Operation Planning Files. OPLANS (including audio/videotapes of teleconferences)
Operations	525p	Operation Procedure Files. OPODS (including audio/videotapes of teleconferences)
Office Housekeeping	1hh	Office Temporary Duty Travel (Civilian TDY Orders)
Nuclear/Chemical	50-5a	Nuclear accident/incident controls
Weapons/Mat'l	50-6b	Chemical accident/incident controls
Safety	385-10f	Accident/Incident Case Files (including nuclear, chemical and biological exposure)
Military Police	190-45b	Military Police (MP) Journals (Blotters)

**Process and transmit the following records in accordance with the regulations that prescribe their creation. These records should be shipped to the unit's home station RHA on a monthly basis for processing or the Washington National Records Center (WNRC), 4205 Suitland Rd, Suitland MD 20746-8001. NOTE: Records shipped to WNRC will only be accepted if all transfer procedures are properly followed (see above link).**

Management	5b	Agreement
Military Police	190-8b	Enemy PW/detainee general information
Military Police	190-8d	Enemy PW/detainee complaints and investigations
Military Police	190-8e	Enemy PW/detainee strength reports
Military Police	190-8f	Enemy PW/detainee rosters
Military Police	190-8h	Enemy PW/detainee educational media
Military Police	190-8i	Enemy PW/detainee noncontract labor
Military Police	190-8j	Enemy PW labor contracts
Military Police	190-8k	Enemy PW camp labor reports
Military Police	190-8q	Prisoner of war censorship
Military Police	190-8s	Enemy CI general information
Military Police	190-8u	Enemy CI complaints and investigations
Military Police	190-8v	CI strength reports
Military Police	190-8w	Enemy CI rosters
Military Police	190-8x	Enemy CI property accounting files
Military Police	190-8y	Enemy CI educational media
Military Police	190-8z	Enemy CI noncontract labor
Military Police	190-8aa	Enemy CI camp labor reports
Military Police	190-9a	Absentee Cases
Military Orders	600-8-105a	Personnel Type Orders
Army Information	360-5b	News Media and Releases
Transportation	55-355PERf	Passenger Manifests (per DOD 4500.9-R, Vol. 1)
Transportation	55-355FRTg	Bills of Lading (per DOD 4500.9-R, Vol. 2)
Logistics	710-2a	Property Book and Supporting Documents
Logistics	710-2b	Document Registers
Logistics	710-2h	Property Loss, Theft, and Recovery Reports
Logistics	710-2t	Unit Supply Reports
Logistics	735-5r	Report of Survey Files
Logistics	735-5s	Report of Survey Control Register Files

**Send the following records to: Inspector General, ATTN: SAIG-IR, 2511 Jefferson Davis Hwy, Arlington, VA 22202-3912**

**Inspector General Records:**

Asst., Insp., Inv.	20-1b	IG Investigations
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**Send the following records to: CDR, 902d MI GP, Investigative Records Repository, ATTN: IAMG-C-IRR, 4552 Pike Road, Fort George G. Meade, MD 20755-5995:**

**Intelligence Records:**

Intelligence	381-20d	Counterintelligence Collection Files
Intelligence Files	381-20i	Foreign Personnel and Organization
Intelligence	381-20n	U.S. PW/MIA Detainee Intelligence
Intelligence	381c	Intelligence/Counterintelligence Sources
Intelligence	381-47a	Counterintelligence, Special Operations
Intelligence	381-100a	HUMINT Intelligence Collection

**Send the following records to: CDR, U.S. Army Intelligence and Security Command Records Center, ATTN: IAIM-RP-R, 8825 Beulah St, Fort Belvoir, VA 22060-5246:**

Intelligence	381-3a	MI Operational Management Files
Intelligence	381-3b	MI Operational Management Reports
Intelligence	381-3c	MI Non-Operational Reports
Intelligence	381-3d	MI Mission Assignments
Intelligence	381-3f	MI Project Cases
Intelligence	381-11b	Scientific and Tech Intelligence
Products		
Intelligence	381-20b	Captured Information

**Medical Records:** Units providing medical care will transmit these records in accordance with medical prescribing directives.

Medical	40	Clinic Logs
Medical	40-5d	Command Health Reports
Medical	40-66a	Outpatient Field Medical File (Including DD 2766, DD 1380, SFs 516, 558 and 600; and Other Medical Reports).
Medical	40-66e	Foreign National Inpatient Records
Medical	40-66f	Military Inpatient Records
Medical	40-66g	Civilian Inpatient Records
Medical	40-66i	NATO Inpatient Records
Medical	40-66s	Field Medical Cards
Medical	40-905e	Military Animal Records

**Visual Information Records:** VI records (still and motion) will be sent to Director, U.S. Army Visual Information Center, ATTN: JDHQS-AV-E-L, Room 1A256, 3001 Army Pentagon, Washington, DC 20310-3001 for processing into the records center.

**Personnel Records:** Process and transmit personnel records in accordance with personnel prescribing directives.